

# ACTION WORDS

administer	motivate	act	organize	adapt	publish	administer
aid	operate	analyze	originate	address	reconcile	allocate
analyze	organize	assemble	overhaul	advise	recruit	analyze
apply	oversee	assess	perform	arbitrate	report	appraise
approve	pioneer	author	plan	arrange	respond	audit
assess	plan	build	program	author	secure	balance
assign	prioritize	calculate	remodel	brief	sell	budget
assist	produce	clarify	repair	clarify	set goals	calculate
attain	promote	collect	research	coach	solicit	compute
attend	provide	compile	revamp	collaborate	speak	decrease
chair	recommend	compose	review	communicate	stimulate	develop
clarify	recruit	compute	revitalize	consult	summarize	finance
coach	refer	conceptualize	revolutionize	contact	teach	forecast
collaborate	reflect	concern	salvage	convince	train	manage
compromise	represent	construct	search	coordinate	translate	market
conduct	represent	create	shape	correspond	tutor	plan
confront	resolve	critique	solve	deliver	write	project
consolidate	review	customize	summarize	demonstrate		reconcile
contract	schedule	design	survey	demystify		reduce
contribute	select	design	systematize	develop		research
cooperate	serve	detect	test	develop		approve
coordinate	settle	develop	troubleshoot	direct		arrange
counsel	solve	devise	uncover	dissuade		assemble
delegate	spearhead	devise	upgrade	draft		catalogue
demonstrate	sponsor	diagnose		edit		centralize
determine	start	direct		educate		classify
develop	strengthen	disassemble		enable		collect
diagnose	supervise	discover		encourage		compile
direct	support	document		enlist		coordinate
elaborate	train	engineer		evaluate		dispatch
empathize	treat	establish		explain		enforce
encourage	utilize	evaluate		explain		execute
enlist		examine		facilitate		handle
evaluate		extract		familiarize		implement
execute		fabricate		formulate		inspect
expedite		fashion		guide		maintain
facilitate		find		influence		monitor
familiarize		gather		inform		operate
form		identify		inform		organize
formalize		illustrate		instruct		plan
found		initiate		interpret		prepare
guide		inspect		introduce		process
help		install		lecture		purchase
hire		institute		listen		record
implement		integrate		market		reorganize
improve		interpret		mediate		retrieve
increase		interview		moderate		schedule
initiate		introduce		motivate		screen
inspire		invent		negotiate		specify
instill		investigate		persuade		systematize
led		maintain		persuade		tabulate
manage		model		present		update
mentor		operate		promote		validate

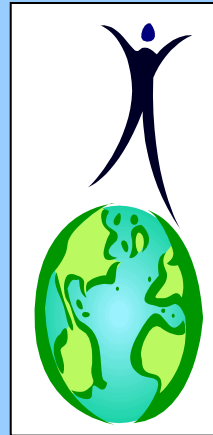
# TYPES OF GOALS

## PROCESS



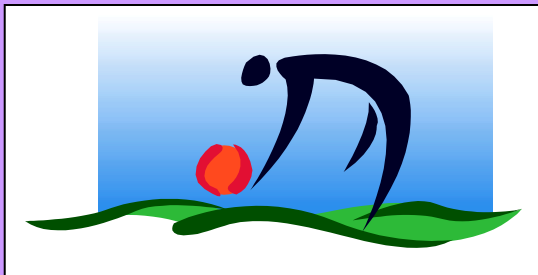
A related **SERIES OF ACTIONS** produces an anticipated result.

## Product/Service



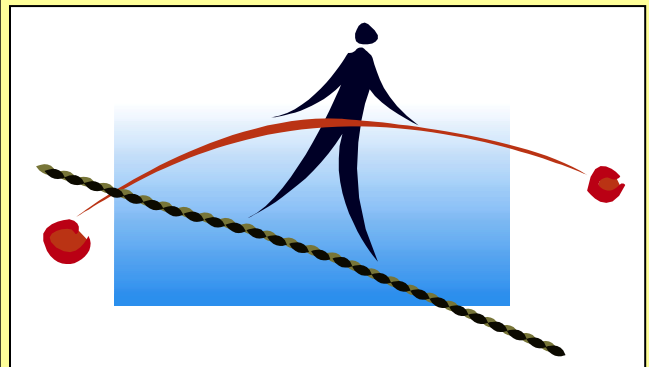
A **TANGIBLE** item results.

## Behavior



A change in **HUMAN ACTION** is anticipated.

## Performance



A specific time frame within which a behavior will occur, at an expected **PROFICIENCY LEVEL**, is expected.

# WHEN WILL IT HAPPEN?

## Daily

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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## WEEKLY

Week 1						
Week 2						
Week 3						
Week 4						

## Monthly

January	February	March	April	May	June
July	August	September	October	November	December

## Bi-Monthly

	February		April		June
	August		October		December

## Quarterly

Spring	Summer	Fall	Winter
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## Annually

	2006
	2007
	2008
	2009

# Ministry Priorities

List the Top Priorities for the Ministry	Value Ranking
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	